CHRIST THE KING SIXTH FORMS

CTK Aquinas	CTK Emmanuel	CTK St Mary's
Brockley, SE4 2NL	Blackheath, SE13 5GE	Sidcup, DA14 6BE

Cross Site Lead Sixth Forms Counsellor (Part Time, Part Year)
Start Date: 24th August 2026

Salary Range: £39,982 Full time equivalent (inclusive of London Weighting)
Actual Salary Range: £21,163.38 per annum, for 21.6 hours per week, 120 days per year

The Christ the King Sixth Forms group comprises three highly successful Catholic sixth forms located across Southeast London and Kent. In 2023, the group was rated Good with Outstanding features by Ofsted, reflecting its strong commitment to academic excellence and student development.

We pride ourselves on delivering high-quality education within a supportive and values-driven environment. These roles offer the opportunity to contribute to a thriving educational community committed to excellence and student achievement. At the heart of our mission is a commitment to inclusion, aspiration, and professional standards. We believe in treating our students as young professionals, helping them to thrive both personally and creatively through high expectations, trauma-informed practice, and a deep understanding of the individual. Our culture is one where every student is known, seen, and supported. If you share our values and want to help shape the next generation of creative professionals, we would love to hear from you.

We wish to appoint a **Lead Sixth Forms Counsello**r to provide a professional and confidential service to students across all three CTK Sixth Forms, ensuring that students receive the support and help they need when facing individual difficulties including emotional and mental health concerns.

This is a part-time, part year post. Working hours are 21.6 hours per week worked across 3 days for 120 days (approx. 40 weeks) per year.

We offer a wide range of competitive benefits, including private healthcare, season ticket loans, ride to work scheme, free on-site parking, free eye tests, free on-site gym, professional development and training, and generous employer pension contributions.

For details of how to apply and a job description please visit the vacancies page of our website,
https://www.ctk.ac.uk/vacancies/

Christ the King Sixth Forms is committed to equity, diversity and inclusivity. We encourage applicants from all sectors of the community and are especially keen to encourage candidates from under-represented groups to apply.

If you have any queries, please contact us at **recruitment@ctksfc.ac.uk** or **02082979433**.

Closing Date: 10am on Friday 10th July 2026
Interviews: Monday 13th July 2026

Christ the King Sixth Forms is committed to the safeguarding and welfare of young people. An enhanced DBS check will be undertaken for the successful applicant along with appropriate child protection screening, as per safer recruitment guidelines.

CHRIST THE KING SIXTH FORMS

Job Description and Person Specification

Job Title: Sixth Forms Lead Counsellor

Responsible to: Assistant Principal for Character Education, Wellbeing

Core Job Purpose: To deliver an initial counselling service to students across the Sixth Forms, ensuring that students receive the support and help they need when facing individual difficulties including emotional and mental health concerns.

The main activities and responsibilities are to:

1.1 Provide a listening and support service to students across the Sixth Forms, escalating concerns and signposting to appropriate services where required.

1.2 Provide a high quality initial counselling service to students with a range of difficulties including emotional and mental health concerns.

1.3 Develop and implement processes which assess the severity of concerns and consider appropriate interventions and referrals.

1.4 Liaise with external agencies and build a database of local support services that can aid students, as appropriate.

1.5 Work closely with site Assistant Principals (Wellbeing) in completing CAMHS referrals to appropriate local authorities as necessary.

1.6 Work with site Assistant Principals (Wellbeing) to liaise with hospitals and institutions as necessary to facilitate student support.

1.7 Liaise with parents, staff and students as necessary in order to provide support required.

1.8 Source and provide literature to students relating to areas of relevant concerns / issues.

1.9 Attend INSET and CPD as necessary to ensure that services are developed in the context of up to date information and policy.

1.10 Work in consultation with ALS and other Sixth Form professional service staff in order to cultivate an integrated approach towards student needs.

1.11 Supervise trainee volunteer counsellors.

1.12 Line manage and supervise counsellors

1.13 Lead oversight of case records and associated documentation.

1.14 A commitment to Equity, Diversity and Inclusivity underpinned by willingness and ability to contribute to the holistic implementation of this demonstrated in performing the duties of the post.

1.15 To undertake other tasks, as required by the Executive/Deputy Principal, after due consultation.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

Person Specification/Selection Criteria

The post-holder will be expected to be able to demonstrate the following attributes:

2.1 An understanding of, and support for, the Catholic ethos of the Sixth Forms.

2.2 Educated to degree level or equivalent.

2.3 Hold an accredited counselling qualification at Level 5 or equivalent.

2.4 Hold a Level 6 qualification in therapeutic supervision.

2.5 Membership and accreditation with a recognised professional body such as UKCP, NCPS or BACP.

2.6 Minimum of three years' work with children or young people in a voluntary or professional capacity.

2.7 Experience in working therapeutically within an educational setting.

2.8 Demonstrable understanding of the developmental, emotional, social, and educational issues of children and young people.

2.9 Ability to liaise and refer to other local services including CAMHS.

2.10 Knowledge of crisis intervention strategies, and ethical guidelines.

2.11 Ability to work collaboratively in a multidisciplinary team environment.

2.12 Excellent organisational and time management skills, with the ability to balance multiple priorities and to complete tasks independently within agreed timescales.

2.13 A strong work-ethic, flexibility and the ability to work calmly under pressure.

2.14 Good written and verbal communication skills.

2.15 Strong digital skills, with proficiency in Microsoft 365 applications (Word, Excel, PowerPoint, Teams and SharePoint) to support collaboration, communication and efficient ways of working.

2.16 Demonstrates empathy, respect, and professionalism when working with students from diverse backgrounds and experiences.

2.17 Positive listening skills.

2.18 The ability to work independently and use initiative.

2.19 A proactive, self-driven approach with the ability to work positively in a multi-disciplinary team and with a range of people.

2.20 The ability to communicate well with young people and to have an understanding of some of the challenges they face.

2.21 An understanding and interest in the education environment, particularly as it relates to young people.

2.22 An awareness of the need for personal development, both as a member of a team and as an individual; a willingness to participate in INSET and appraisal.